

Office Location:	Name:	SSN:																																								
Depart Date:	Return Date:	Number of Days (Include Travel)																																								
To TDY Location:																																										
Reason for Travel - Check One:		Reason:																																								
____ 1 = Site Visit ____ 2 = Information Meeting ____ 3 = Training Attendance ____ 4 = Speech or Presentation ____ 5 = Conference Attendance																																										
MODE OF TRAVEL TO LOCATION:	RENTAL CAR REQUIRED:	MISCELLANEOUS/OTHER EXPENSES:																																								
____ COMM AIR ____ GOVT VEHICLE ____ POV ____ BUS	____ Yes ____ No	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th style="text-align: center;">\$</th> </tr> </thead> <tbody> <tr> <td>Gov. Credit Card</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Registration Fee</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Sato Fee</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Parking</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Shuttle/Bus</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Taxi</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Gas (rental car)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Meals Provided</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td>Other (i.e. actual subsistence)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> </tbody> </table>		Yes	No	\$	Gov. Credit Card	_____	_____		Registration Fee	_____	_____	_____	Sato Fee	_____	_____		Parking	_____	_____		Shuttle/Bus	_____	_____		Taxi	_____	_____		Gas (rental car)	_____	_____		Meals Provided	_____	_____		Other (i.e. actual subsistence)	_____	_____	
	Yes	No	\$																																							
Gov. Credit Card	_____	_____																																								
Registration Fee	_____	_____	_____																																							
Sato Fee	_____	_____																																								
Parking	_____	_____																																								
Shuttle/Bus	_____	_____																																								
Taxi	_____	_____																																								
Gas (rental car)	_____	_____																																								
Meals Provided	_____	_____																																								
Other (i.e. actual subsistence)	_____	_____																																								
1. If by commercial air, price of ticket \$ _____ 2. If by POV, enter number of DIRECT miles _____ Government Vehicle Available ____ Yes ____ No																																										
Special Provisions or Remarks:																																										
Supervisor Signature: _____ Date: _____																																										
<b>FOR ADMINISTRATIVE USE ONLY</b>																																										
Estimated Cost of Travel																																										
Comm Air		_____																																								
Sato Fee		_____																																								
Lodging	_____ x No. of Nights =	_____																																								
M&IE	_____ x No. of TDY Days =	_____																																								
MISC.		_____																																								
TOTAL		_____																																								